



United States Department of the Interior

BUREAU OF LAND MANAGEMENT



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Instruction Memorandum TC 2013-01
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To: All National Training Center Employees

From: Director, National Training Center (NTC)

Subject: NTC Environmental Management System (EMS) Policy

Program Areas: All

Purpose: This Instruction Memorandum establishes the BLM NTC policy for the development and implementation of its EMS. The NTC EMS will establish procedures that quantify cost benefits and reduces the NTC's day-to-day environmental footprint. It is a cyclical process that is focused on continuous environmental improvement, innovation, and more efficient operations at the NTC. By establishing this EMS, NTC will be in compliance with Executive Order 13423 and Departmental Manual 515 DM 4 dated August 13, 2008.

Policy/Action: The BLM's mission has always included protection of the environment and the public lands. The NTC is implementing an EMS to strengthen its existing commitment to sound environmental management. The EMS will be an integral part of NTC's decisions on day-to-day operations and be incorporated into the long term planning process across all programs. The NTC EMS shall be documented, maintained, and communicated to all employees.

A Cross Functional Team (CFT) of NTC employees has been created to develop the NTC EMS. The members of the team are: Kim Menning, Tammie Dent, John Flowers, Dan Hall, Cathy Humphrey, Alma Lively, Kathy Ollom, Sheila Randall, and Carol Schumacher.

If you have any ideas that could help contribute to the development of the EMS, please contact one of the above-listed individuals.

The NTC is committed to managing its facility and performing operations in such a manner as to protect the environment, employees, and public health. In addition, it is also NTC policy to:

- Comply with all Federal, State, and local environmental laws and regulations;
- Achieve continuous environmental improvement throughout all of program areas, including those not subject to environmental regulation;
- Prevent pollution through the use of alternatives, whenever and wherever possible;
- Incorporate the consideration of environmental factors in all business decisions;
- Ensure a timely correction of issues identified in Compliance Assessment - Safety, Health, and the Environment (CASHE) audit findings;
- Provide appropriate environmental training to employees;
- Monitor and track EMS performance;
- Ensure that all EMS decisions and work are transparent to NTC employees and the public; and
- Communicate and reinforce the EMS policy, programs, and services throughout NTC.

Timeframes: A simplified schedule with estimated time commitments for the development of an EMS Implementation Plan for NTC is provided below. The total time required of each CFT member and other staff, who will assist in the development and review of the NTC EMS Implementation Plan will be approximately two days per month for six months during the initial implementation period. The time commitment for the NTC EMS Coordinator will be approximately three days per month for six months during the initial implementation period.

- September 2012 – NTC begins final implementation phase of its EMS.
- October 2012 – Third party audit findings and all other required information presented to the Management Team for review and approval.
- October 2012 – NTC self-declares in an IM that it has fully implemented its EMS.
- November 2012 – Final plan will be in place and progress will be reported every year. Annually, the plan will be revisited and revised as needed.

Background: Executive Order 13423 requires the implementation of EMS by all Federal Agencies. The Office of Management and Budget (OMB) Environmental Management Scorecard incorporates metrics to measure the success of implementing EMS throughout the federal agencies. Departmental Manual 515 DM 4 issued August 13, 2008 states, “All bureaus and offices, will at all appropriate organizational levels and facilities, develop, implement, and maintain an EMS.” Further, BLM Washington Office IM-2006-148, issued on May 6, 2006 commits BLM to the implementation of EMS bureau-wide by the end of FY 2010.

Budget Impact: Contractor support to facilitate the development and implementation of the EMS has been provided by WO-280. Any budget impact to field operations will depend on the exact nature of the EMS plan.

Manual/Handbook Sections Affected: The NTC Handbook.

Coordination: EMS policy and requirements have been coordinated with the NTC Management Team and the EMS Coordinator at the NOC.

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Signed by:
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